

Exhibit 6 Parts
1st + last line
change 1954
to 1974
also first line of
letter

Page 60
Delete 1st 3 lines
of text atop page 60

25X1

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CORRESPONDENCE - GENERAT.

- | | | |
|------------------|----------|-----------|
| TRANSMITTAL SLIP | | DATE |
| TO: | | |
| ROOM NO. | BUILDING | |
| REMARKS | | |
| FROM: | | |
| ROOM NO. | BUILDING | EXTENSION |
- FORM NO. 241 REPLACES FORM 36-8
1 FEB 55 WHICH MAY BE USED. (47)

OK

SAME SIZE AS SHOWN

EXHIBIT 10

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CORRESPONDENCE - GENERAL

c. Official Routing Slip, Form 237

Correspondence or other material routed in consecutive order to two or more parties in Headquarters is transmitted by an Official Routing Slip.

*see use
Revised
form*

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
CENTRAL INTELLIGENCE AGENCY <i>a</i>			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
UNCLASSIFIED	CONFIDENTIAL	SECRET	

FORM NO. 2-61 **237** Use previous editions (40)
U.S. GOVERNMENT PRINTING OFFICE: 1961 O-587282

ACTUAL SIZE - 5" x 8"

EXHIBIT II

25X1

CORRESPONDENCE - GENERAL

This six-part form is designed to provide intraoffice mail control when the volume of correspondence justifies using control measures. Generally other transmittal or routing slips are unnecessary when this form is used.

PAPER PATENTED BY NCR CO.		MC GREGOR & WERNER, INC., WASHINGTON 9, D.C.		GP-40529	
FORM NO.	238	REPLACES FORM 35-1 WHICH IS OBSOLETE		DOCUMENT CONTROL (13-40)	
1 MAY 56	SEC. CL.	ORIGIN	CONTROL NO.		
DATE OF DOC.	DATE REC'D	DATE OUT	SUSPENSE DATE	CROSS REFERENCE OR POINT OF FILING	
TO FROM SUBJ.				ROUTING	DATE SENT
COURIER NO.	ANSWERED	NO REPLY		1	

COURIER NO.	ANSWERED	NO REPLY		2	
--------------------	-----------------	-----------------	--	----------	--

COURIER NO.	ANSWERED	NO REPLY		3	
--------------------	-----------------	-----------------	--	----------	--

COURIER NO.	ANSWERED	NO REPLY		4	
--------------------	-----------------	-----------------	--	----------	--

COURIER NO.	ANSWERED	NO REPLY		5	
--------------------	-----------------	-----------------	--	----------	--

COURIER NO.	ANSWERED	NO REPLY		6	
--------------------	-----------------	-----------------	--	----------	--

OK

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CORRESPONDENCE - GENERAL

e. Routing and Record Sheet, Form 610

The extent of review and concurrence in offices through which correspondence may pass is often indefinite. Therefore, for correspondence of more than a routine nature, provision should be made for extended routing. Routing and Record Sheet serves this purpose. In addition, it provides space for added comments and serves as a protective covering over the original.

<input type="checkbox"/> UNCLASSIFIED		<input type="checkbox"/> INTERNAL USE ONLY		<input type="checkbox"/> CONFIDENTIAL		<input type="checkbox"/> SECRET	
ROUTING AND RECORD SHEET							
SUBJECT: (Optional)							
FROM:				EXTENSION		NO.	
						DATE	
TO: (Officer designation, room number, and building)				DATE		OFFICER'S INITIALS	
				RECEIVED		FORWARDED	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)							
FORM 3-62 610 USE PREVIOUS EDITIONS		<input type="checkbox"/> SECRET		<input type="checkbox"/> CONFIDENTIAL		<input type="checkbox"/> INTERNAL USE ONLY	
		<input type="checkbox"/> UNCLASSIFIED					

OK

ACTUAL SIZE - 8" x 10 $\frac{1}{2}$ "

EXHIBIT 13

CORRESPONDENCE - GENERAL

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CORRESPONDENCE - GENERAL

g. Courier Receipt and Log Record, Form 240

All envelopes or packages containing material classified CONFIDENTIAL and above, and transmitted between buildings within or outside CIA, are customarily accounted for by Courier's Receipts. Receipts are prepared in an original and two copies. Copy one is inserted in window pocket or securely attached to envelope or package without window pocket. Copies 2 and 3 contain logging information for use by originator and recipient. When log data has been added to the Courier Receipt, copy 3 shall be inserted inside the package to be delivered to the addressee. The copy #3 becomes the log record in the receiving office.

Shown Form #

FROM	NO. B 02221
	DATE
TO:	TYPE OF MATERIAL
	ENVELOPE (S)
	PACKAGE (S)
	OTHER
ORIGINATOR: DO NOT COMPLETE THIS COPY BELOW THIS LINE. REMOVE THIS COPY IF LOG DATA IS TO BE ADDED ON COPIES 2 AND 3. INSERT ONLY THIS COPY IN THE WINDOW POCKET, OR ATTACH SECURELY TO ENVELOPE OR PACKAGE WITHOUT A WINDOW POCKET.	
SIGNATURE OF RECIPIENT (NOT INITIALS)	DATE AND TIME OF RECEIPT
FORM 240	COURIER'S RECEIPT 1

WHITE RECEIPT - FOR MATERIAL CLASSIFIED
CONFIDENTIAL OR SECRET

COURIERS' CLASSIFIED MAIL RECEIPT		OFFICE		SIGNATURES	
TO	Symbol	Receipt No.	OF SUBSEQUENT COURIERS	PICKUP	
FROM		THIS DATE		Date	Time
TYPE OF MATERIAL			1.		
<input type="checkbox"/> SEALED ENVELOPE <input type="checkbox"/> SEALED PACKAGE <input type="checkbox"/> LOCKED MAIL BAG			2.		
CERTIFICATION OF GOOD CONDITION			3.		
SIGNATURES CONSTITUTE CERTIFICATION THAT MATERIAL INDICATED HEREON IS RECEIVED IN GOOD CONDITION UNLESS OTHERWISE NOTED ON BACK OF THIS RECEIPT			4.		
1. SIGNATURE OF ORIGINAL COURIER		Pickup Date	Pickup Time	BY (Signature)	Time
Form No. 240a		16-72050-1 GPO		(25-33)	

OK

Form 240a (pink) is used for transmitting Top Secret material.

EXHIBIT 15

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CORRESPONDENCE - GENERAL

h. Document Receipt, Form 615

A Document Receipt is required for all correspondence classified SECRET transmitted outside CIA. Its use is optional for SECRET correspondence transmitted within the Agency and CONFIDENTIAL material forwarded outside CIA. Document Receipts are prepared in an original and one copy. The original is transmitted with the correspondence; the copy is retained by the sender until the original bearing the recipient's signature is returned. The copy is then destroyed.

CENTRAL INTELLIGENCE AGENCY DOCUMENT RECEIPT			NOTICE TO RECIPIENT Sign and Return as Shown on Reverse Side		COURIER REC. NO.	DATE SENT
SENDER OF DOCUMENT(S)			ROOM	BLDG.	DATE DOCUMENT(S) SENT	
DESCRIPTION OF DOCUMENT(S) SENT						
CIA NO.	DOCUMENT DATE	COPIES	DOCUMENT TITLE		ATTACHMENTS	CLASS
ADDRESS OF RECIPIENT			RECIPIENT			
			SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT(S))			
			OFFICE		DATE OF RECEIPT	
FORM 12-61 615 USE PREVIOUS EDITIONS			(33)			

FRONT

use ~~new~~ revised form

<p>TO: CIA RECIPIENT Place signed receipt in outgoing messenger box for return to sender of document through agency messenger service.</p> <p>TO: NON-CIA RECIPIENT Place signed receipt in envelope and transmit to:</p> <p>CENTRAL INTELLIGENCE AGENCY 2430 E STREET NW. WASHINGTON 25, D.C. Stop 64</p>
--

BACK

ACTUAL SIZE - 3½" x 7½"

EXHIBIT 16

-67-

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CORRESPONDENCE - GENERAL

i. Postage Slip, Form 239

A Postage Slip shall be completed and attached to each piece of correspondence which will require special postage or handling. Envelopes and labels which bear the penalty indicia may require additional postage for special type services. In completing the Slip, indicate the type of mailing service desired, and fill in each pertinent space except the box marked "For Use by Central Mail Only." In addition, type the words "DO NOT METER" if for security reasons the postage should not be affixed by a postage meter.

NOTE: A single Postage Slip may be used to cover a group of letters if each letter in the group requires only first class postage. For such cases, type the word "various" in the addressee box on Form 239, followed by the number of addressees in parentheses. Attach a listing of these addresses.

Postage Slips will be required when the originator of registered correspondence desires a Return Receipt Card for Registered Mail, Post Office Form 3811. ✓

use latest edition Form 239

SEE INSTRUCTIONS ON REVERSE SIDE		POSTAGE SLIP	
THE ATTACHED OFFICIAL MATERIAL REQUIRES POSTAGE FOR THE FOLLOWING PURPOSE:			
<input type="checkbox"/> AIR MAIL	<input type="checkbox"/> SPECIAL DELIVERY	<input type="checkbox"/> FIRST CLASS	<input type="checkbox"/> REGISTERED
<input type="checkbox"/> PARCEL POST	<input type="checkbox"/> OTHER (EXPLAIN FULLY)	<input type="checkbox"/> REGISTERED (RETURN RECEIPT REQUESTED)	
ADDRESSEE		FOR USE BY CENTRAL MAIL ONLY	
ADDRESS		WEIGHT	
SENDER		POSTAGE AFFIXED	
OFFICE		TELEPHONE EXT.	
DATE			
FORM NO. 35-11 DEC 1948			

SAME SIZE AS SHOWN

EXHIBIT 17

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CORRESPONDENCE - GENERAL

121. Envelopes and Labels

- a. Types - Envelopes and labels used by the Agency fall into two groups: Those that bear the penalty indicia and those that do not. Penalty indicia (franked) envelopes and labels have printed in the upper right corner the penalty clause "Penalty for Private Use to Avoid Payment of Postage, \$300." In addition, they bear in the upper left corner various Agency return addresses. Official mail (weighing four pounds or less) marked with penalty indicia is transmitted without prepaid postage by means of the facilities of the Post Office between points within the United States, its Territories and possessions, and from points within the United States to Canada, South and Central America, and Caribbean Republics, except Argentina and Brazil.

The types of envelopes and labels available (irrespective of Agency return addresses) are as follows:

PENALTY INDICIA

White envelopes, sizes 8 7/8" x 3 7/8" and 9 1/2" x 4 1/8"

White window envelope, size 8 7/8" x 3 7/8"

Kraft envelopes, various sizes from 9 1/2" x 6 1/2" through 16" x 12"

Label, gummed, size 5" x 3"

NONPENALTY

White envelopes, sizes 8 7/8" x 3 7/8" and 9 1/2" x 4 1/8"

White envelope, Air Mail, colored border, size 9 1/2" x 4 1/8"

White window envelope, size 8 7/8" x 3 7/8"

Kraft envelopes, various sizes from 9 1/2" x 6 1/2" through 16" x 12"

CHAIN ENVELOPES

U. S. Government Messenger Envelope, Standard Form No. 65, various sizes

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CORRESPONDENCE - GENERAL

CHAIN ENVELOPES (Continued)

Central Intelligence Agency Chain Envelope, sizes 10" x 15" and 9 1/2" x 12 1/2"

Chain envelopes are designed for repeated use. In addressing a chain envelope, completely cross out previous names and addresses, and in the next unused frame insert the full address of the recipient, including his office designation, building designation, and room number. For economy, the use of chain envelopes is encouraged.

b. Which Type to Use

- (1) Exhibit 18 shows the types of envelopes and labels to use. Of necessity this guide is very general since security and operational requirements will govern the use of certain envelopes and labels. It is therefore recommended that the guide be used in conjunction with current CIA Security Regulations and specific office procedural issuances.
U.S. POSTAL SERVICE
- (2) The Post Office Department places severe restrictions on the use of penalty indicia envelopes and labels. Also, economy dictates that they be used judiciously. Penalty indicia envelopes and labels therefore shall not be used for:
 - (a) Personal correspondence and other unofficial material even though a postage stamp is affixed over the penalty indicia clause.
 - (b) Mail on which additional postage is required (air mail, mail for foreign countries except as indicated in Paragraph 121a and mail weighing more than four pounds).
 - (c) Inner envelopes which transmit double-sealed classified correspondence.
 - (d) Mail conveyed through channels other than ~~Post Office~~ *Postal Service* facilities (i.e., messenger, courier, etc.).

In addition, do not affix franked labels to envelopes bearing the penalty indicia clause.

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CORRESPONDENCE - GENERAL

NOTE: This guide is very general since security and operational requirements will often govern the use of certain envelopes and labels. It is recommended that it be used in conjunction with current CIA Security Regulations, specific office directives, and information obtainable from the Central Mail Room.

TYPE OF MAILING OR USE	RETURN ADDRESS		TYPE OF ENVELOPE OR LABEL TO USE	POSTAGE SLIP REQUIRED
	CIA, <input type="checkbox"/> or SSU	OTHER		
Inner envelope for the transmission of double-sealed classified material			Nonpenalty	No
Within Headquarters			Nonpenalty (CIA Chain, U. S. Govt. Messenger, or regular envelope, depending upon security requirements)	No
Inter-Agency (Washington, D. C. area only)			Nonpenalty (U. S. Govt. Messenger or regular envelopes depending upon security requirements)	No
Official mail, four pounds or under, directed to addressees in the continental U. S., U. S. Territories and possessions, Canada, Caribbean Republics, Central and South America (except Argentina and Brazil)	X	X	Penalty	No
			Nonpenalty	Yes
Official mail over four pounds directed to addressees in the continental U. S., U. S. Territories and possessions, Canada, Caribbean Republics, Central and South America (except Argentina and Brazil)	X	X	Nonpenalty	Yes
Air Mail	X	X	Nonpenalty	Yes
Special Delivery	X		Penalty	Yes
		X	Nonpenalty	Yes
Registered Mail	X		Penalty (Nonwindow)	Yes
		X	Nonpenalty (Nonwindow)	Yes
Registered Mail - Return Receipt Requested	X		Penalty (Nonwindow)	Yes
		X	Nonpenalty (Nonwindow)	Yes

EXHIBIT 18
TYPES OF PENALTY AND NONPENALTY ENVELOPES
AND LABELS FOR TRANSMITTING OFFICIAL MAIL

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CORRESPONDENCE - GENERAL

Section B. ADDRESSING MAIL

122. Addressing Envelopes for Transmittal Outside CIA

- a. Address - In addressing an envelope, begin the typing at approximately one-half the depth and one-half the width of the envelope. Single space the name and address in block style. The envelope address will be the same as the address on the letter it carries.
- b. Special Delivery and Registered Mail - If correspondence is to be dispatched by special delivery or registered mail, type the words "SPECIAL DELIVERY" or "REGISTERED MAIL" in all caps four spaces above, and flush with, the address.
- c. Air Mail - If correspondence is to be dispatched by air mail, no special instructions are necessary provided an air-mail envelope is used. If an air-mail envelope is not available, use a plain white envelope without a penalty indicia. Type the words "AIR MAIL" in all caps four spaces above, and flush with, the address.

123. Addressing Inter-Office Mail. The incorrect addressing of inter-office mail results in transmission delays and places an unwarranted burden on the courier-messenger service. Personnel forwarding material shall ensure that addresses contain the following information:

- a. Office of origin.
- b. Office designation of addressee (position title or name may be added if desired).
- c. Building designation.
- d. Room number.

In the few instances where it is necessary to expedite delivery, the envelope or package may be marked "Direct Delivery" or "Delivery to Addressee," in addition to information required in a. through d. above.

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CORRESPONDENCE - GENERAL

Section C. ASSEMBLING AND FORWARDING CORRESPONDENCE

124. Assembling Correspondence (Exhibit 19)

- a. Final responsibility for the correct assembly of correspondence rests with the originator. Correspondence correctly assembled will include the following items, as appropriate, in the sequence indicated:
- (1) Transmittal or routing slip, Routing and Record Sheet, or Control and Cover Sheet, as appropriate. See Paragraph 120. and accompanying exhibits.
 - (2) *Covering or Transmittal memo*
Brief for the Director or Deputy Director of Central Intelligence, if required.
 - (3) Original and courtesy copy, if any, clipped together.
 - (4) Addressed envelope for the original and courtesy copy, with postage slip attached if required.
 - (5) Information copies for addressees outside CIA, with addressed envelope and completed postage slips attached, if required.
 - (6) Information copies (or concurring officials' copies) for distribution within the Agency, with addressed routing slips attached if necessary.
 - (7) Official file copy (*white* yellow tissue).
 - (8) Original incoming correspondence, enclosures, etc., and any other material to be attached to the official file copy as part of the official file on the correspondence.
 - (9) Extra copy (or copies) for the Director or Deputy Director of Central Intelligence. If the signing official is either the DCI or DDCI and the official file copy is to be retained at either of these levels, prepare an additional copy on plain white tissue. However, if the official file copy of correspondence for their signature is to be retained at another level, prepare two extra copies on plain white tissue for the DCI or DDCI.

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- 25X1
- (10) Alphabetical Name Index copy (plain pink tissue) if an alphabetical cross-file is desired.
 - (11) Return copy (if desired) with addressed routing slip for its return.
 - (12) Reference material for return to reference sources.
 - (13) "Hold Back" copy (if desired).

b. In addition to the foregoing:

- (1) The original and copies of each Top Secret document shall be covered by a Control and Cover Sheet, Form No. 26. ✓ OK
- (2) A completed Document Receipt will be attached to each original or copy requiring a receipt in accordance with current CIA Security Regulations.
- (3) Copies for distribution within the Agency will be designated by a check mark beside the office designations indicated under "Distribution." If the distribution of copies is within an office and such a means of indicating distribution is adequate for routing, routing slips need not be attached to the copies.
- (4) Enclosures shall be attached by clips to the original or copies transmitting them.
- (5) Assembly reference tabs (Exhibit 8) will be attached whenever their use will expedite the review and approval of correspondence.
- (6) The completed assembly should include all necessary routing slips, envelopes, receipts, and postage slips, properly completed and attached to respective material.
- (7) Material shall be fastened together with paper clips and made a part of the completed assembly by spring clips, if necessary. Staples should be used with discretion, consideration being given to the amount and type of handling the correspondence may receive.

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- (8) If it is anticipated that correspondence will receive considerable handling, a backing sheet of bond paper or heavier stock should be attached to protect the back pages.

125. Forwarding Correspondence

- a. Assembled correspondence will be forwarded through channels prescribed by directives issued at office levels. Correspondence for the signature of either the Director or Deputy Director of Central Intelligence will be forwarded through channels to the Executive Registry. Only transmittal media complying with the security requirements of current CIA Security Regulations will be used.
- b. Envelopes used in forwarding correspondence and other material within the Agency shall be sealed only with string ties (U. S. Government Messenger Envelopes), the gumming on envelope flaps, and CIA gummed labels. Scotch tape or staples will not be used to seal envelopes. In addition, extreme care should be exercised when courier receipts and other slips are stapled to envelopes containing material. Material should be free for removal and should not be damaged by the penetration of staples.

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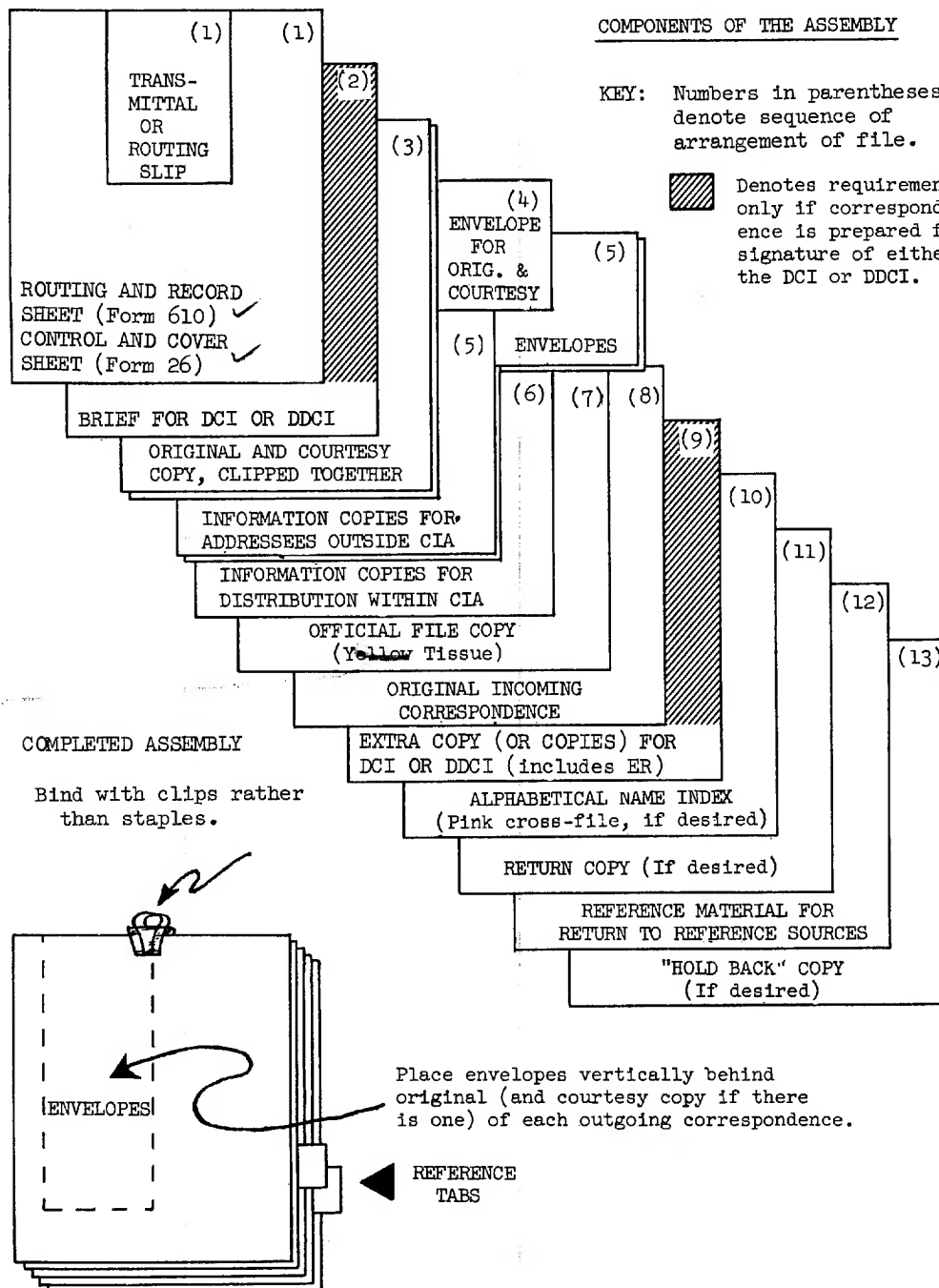


EXHIBIT 19
CORRESPONDENCE ASSEMBLY

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CORRESPONDENCE - GENERAL

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